



EuroPrevent 2011

14-16 April 2011 - Geneva, Switzerland



UPDATE MESSAGE

Dear Exhibitor,

This update contains important logistical information concerning the EuroPrevent Congress 2011.

Therefore, please ensure this message and the Industry Guidelines are distributed to all your staff and agencies involved in this Congress.

All the stand service order forms are available on the following site:

<http://www.essexhibition.org/EuroPrevent2011/default.aspx>



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UPDATE MESSAGE

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UPDATE MESSAGE

1. Access

EuroPrevent 2011 will be held in the **Centre International de Conférences Genève – CICG, Switzerland.**

The exhibition is located on the ground floor of the building in the “Espace d’accueil / Espace Polyvalent” of the CICG.

For more details, see the Access plan on:

<http://www.essexhibition.org/EuroPrevent2011/ESC%20Items/CICG%20Access%20Plan.pdf>

Parking

- Car: A public car park called “Parking des Nations” is available for delegates or exhibitors close to the congress centre with the lowest rates for parking (1000 places).

<http://www.ge.ch/parkings/plan/plan-ge.html>

- Lorry:

Trucks can be parked in the P49 close to Geneva Airport at 70CHF per day.

<http://www.essexhibition.org/CCNAP2010/ESC%20Items/Truck%20Parking.pdf>



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2. Build up and Break Down

Cars and forklifts cannot be driven into the exhibition hall. Always park your vehicle in the allotted space outside. Space is limited – as soon as you have unloaded, please move your vehicle away from the unloading area. On arrival, drivers should report to uniformed staff from FAIREXX, the Official ESC Logistics Provider, to obtain a Working Pass. This pass carries the name of the individual, company and booth number. It needs to be carried at all times during the build up/break down.

- Build Up Timetable

Tuesday 12 April

09:00 – 19:00 Exhibition build-up

Wednesday 13 April

07:00 – 14:00 Exhibition build-up

14:00 – 15:30 ESC inspection

14:00 – 19:00 Exhibition Decoration Only

- Break Down Timetable

Saturday 16 April

21:00 – 24:00 Dismantling

Sunday 17 April

07:00 – 19:00 Dismantling



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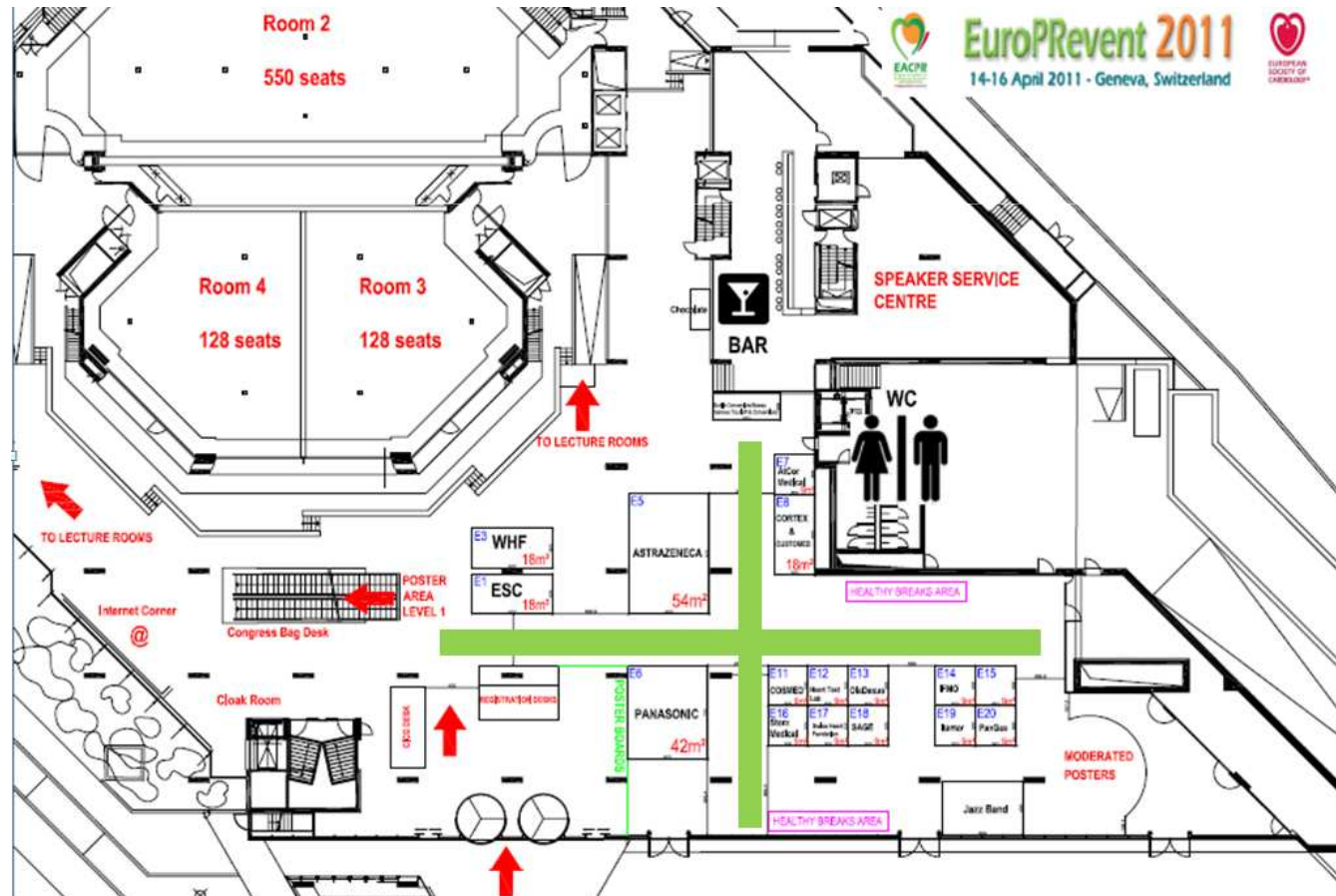
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UPDATE MESSAGE

Freight Free Aisles

There are two main freight free aisles running through the exhibition. The routes marked in green need to be kept free of all goods and refuse AT ALL TIMES to enable fast access and exit from all areas of the Hall. See plan below for more details:





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3. Security

The Organisers only provide General Surveillance within the Exhibition area.

Outside of 'exhibition open' periods, delegates will walk to session rooms through the entire Exhibition. Exhibitors should therefore take all reasonable precautions to protect valuables.

It is important that each exhibitor secures his/her stand against the risk of theft. The Organisers will accept no responsibility for loss or theft from stands.

Security guards on your booth can be ordered from a Local Agency Securitas, for more details please contact:

Ms. Nancy Knowlton Mean

Tél : +41 22 809 48 52

Fax : +41 22 809 48 49

Email: Nancy.KnowltonMean@securitas.ch



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UPDATE MESSAGE

4. Delivery Address and Storage

Official Forwarder and Lifter for EuroPrevent 2011:

FAIREXX GmbH
Contact: Stefan Grunwaldt

TEL: +49 304 403 4713
FAX: +49 304 403 4779

email : stefan.grunwaldt@fairexx.com

To ensure the receipt and management of your shipment, please fax a full pre-advice to FAIREXX LOGISTICS Fax: +49 304 403 4779 attn. Mr. Stefan Guenther.

For more information, download the FAIREXX Manual from:

<http://www.esceexhibition.org/EuroPrevent2011/Stand%20Services%20Download%20Area/Fairexx%20Manual.pdf>



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UPDATE MESSAGE

Airfreight: Your shipments should arrive at Geneva Airport (GVA) no later than 5 working days before the desired booth delivery:

Consignee address:

INTER EXPOLOGISTICS LTD
c/o FAIREXX Logistics for Exhibitions GmbH
30 route Francois Peyrot
CH-1218 Grand Saconnex, Geneva
Fax : +49 304 403 4779

Notify:

EuroPrevent 2011
Exhibitors Name
Hall / Stand Number

Pre-advices: **Please send to Fairexx at least two days before arrival in Geneva by**
Telefax: +49 304 403 4779:

Copy of Airwaybill / Flight details
Copy of invoice / packing list



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UPDATE MESSAGE

Groupage Shipment (Warehouse Address): Should arrive at Fairexx agent's onsite warehouse **no later than 3 working days before desired booth delivery.**

Warehouse address:

INTER EXPOLOGISTICS LTD (FAIREXX Log.)
c/o BOTECH SA
Gare La Praille
CH-1211 Geneva 26
Fax: +49 304 403 4779

Notify:

EuroPREvent 2011
Exhibitors Name
Hall / Stand Number
CH- 1211 Geneve 20



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UPDATE MESSAGE

Full Trailer Loads: Full trailer Loads should arrive directly at CICG-Geneva (Centre International de Conférences de Geneve), **in accordance with the official Build-Up Dates, Times and Slot Numbers**

Venue address:

CICG – Centre International des Conférences
GENEVE
c/o FAIREXX Logistics for Exhibitions GmbH
17 rue de Varembé
CH- 1211 Geneve 20
Contact: Stefan Grunwaldt / +49 173 212 9410

Notify:

EuroPrevent 2011
Exhibitors Name
Hall / Stand Number

Pre-advice: **For your Road cargo Shipments please send to Fairexx in advance by
Telefax: +49 304 403 4779**

Trucking details (Truck no., haulier, ETA)
Copy of invoice / packing list

For deliveries of semi & full loads during build up, make sure you send a Fairexx timeslot request form so they can schedule your trucks!



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UPDATE MESSAGE

5. Stand Service Orders

In order to avoid any surcharges, please make sure you send your orders for your stand well in advance.

- For information regarding: electricity, internet connection & telecommunications, stand cleaning, flowers & plants, see online order forms on www.escehhibition.org/EuroPrevent2011 and for any queries please contact:

Mrs. Nathaly Bauer

Centre International de Conférences Genève – CICG

Tel: +41 22 791 91 52

Email: n.bauer@cicg.ch

- For information regarding: technical aspects of the exhibition such as extra orders for stand equipment or personalised stand requests, additional fittings (accessories, furniture, carpet/flooring, A/V equipment), graphics, stand builders or order of shell scheme stand and equipment, see online order forms on www.escehhibition.org/EuroPrevent2011 and for queries please contact:

MS. Caroline Bouchard or Ms. Florence Darves

MATHYS SA

Tel : +41 22 306 40 00

Fax : +41 22 306 40 10

Email : licastand@mathys-sa.ch



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UPDATE MESSAGE

6. Exhibition Opening Hours

Thursday 14 April

09:00 – 20:00 **Exhibition OPEN**

18:00 – 19:30 Opening Ceremony in Room 1

19:30 – 21:00 Opening Cocktail in the Exhibition Area

Friday 15 April

09:00 – 18:30 **Exhibition OPEN**

Saturday 16 April

09:00 – 20:00 **Exhibition OPEN**

18:30 – 19:00 Closing Ceremony in Room 2

19:00 – 20:30 Farewell Cocktail in the Exhibition Area

All exhibiting staff must wear an Official EuroPrevent badge at all times within the venue.



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7. Exhibitors Registration

The Exhibitors Registration Desk is situated in the Registration Area close to the main entrance

The following services will be available:

- Collection of Work Passes (Also available from FAIREXX team in the Loading Area)
- Collection of pre-ordered exhibitor badges
- Preparation and purchase of additional exhibitor badges
- Distribution of “Green Stickers” enabling fully registered participants to access the exhibition areas outside official opening hours

Please note that employees of exhibiting companies will only gain access to the stand if they have an Exhibitor Badge. **You should therefore not arrange to distribute exhibitor badges from the stand – make sure that everyone is aware of this restriction, as exceptions will not be made.**

NO BADGE = NO ACCESS TO EXHIBIT AREA



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UPDTAE MESSAGE

Exhibitors Registration Opening Hours

Tuesday 12 April	08:00 – 19:00
Wednesday 13 April	07:00 – 18:00
Thursday 14 April	08:30 – 18:30
Friday 15 April	09:00 – 18:30
Saturday 16 April	09:00 – 18:30

Exhibitor Badge Orders

Please note that you have the choice to choose how your free badges are inscribed. Company name, individual name or both.

The Badge Order Form is available on:

<http://www.esceexhibition.org/EuroPrevent2011/default.aspx>

SEND YOUR BADGE ORDERS TO EuroPreventExhibition@escardio.org BEFORE **14 MARCH 2011**



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8. Badge Readers

Recording a prospective customer's information can be done by using one of the EuroPrevent 2011 Badge Readers. There are two models available:

- Classic Badge Reader:

<http://www.essexhibition.org/EuroPrevent2011/Heart%20Failure%202008%20Badge%20Reader%20Library/key4lead%20Classic%20Badge%20Reader.pdf>

- New Advanced Badge Reader:

<http://www.essexhibition.org/EuroPrevent2011/Heart%20Failure%202008%20Badge%20Reader%20Library/key4lead%20Advanced%20Badge%20Reader.pdf>





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UPDATE MESSAGE

9. Stand Design and Activities Approval

Stand Drawings and Designs

Each stand design needs to be approved by the ESC and the CICG.

Stands that have not been approved in writing or that do not correspond to approved drawings will have to be corrected at the exhibitor's expense.

Stand Giveaways and Activities

All stand giveaways and activities need to be approved by the ESC. Please fill in the Stand Activity form available on <http://www.escexhibition.org/EuroPrevent2011/default.aspx> and send it back to us as soon as possible.



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10. Important Reminders

Payment

Please note that payment for stand rental must be made in full before the event.

Smoking

Smoking is strictly forbidden anywhere in the building.

Alcohol

Exhibitors must not serve any alcoholic beverages from the stand.



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UPDATE MESSAGE

Catering

Please note that it is forbidden to take food and/or drinks into the building or to keep them on the premises unless ordered through the official caterer MIP Restaurant. You should contact :

Ms Emilie Russell

MIP Restaurants

Tel : +41 22 791 93 15

Email: e.russell@miprestaurants.com

The order form is available on: <http://www.essexhibition.org/EuroPrevent2011/default.aspx>

Distribution of promotional material, directions etc. from the stand

Distribution and/or display of printed material by industries and/or its agents is limited to the company's exhibition space only or the "Information Tables", which will be specifically set up for that purpose and marked as such.

Exhibitor Debrief Meeting

A post show meeting will be held on **Saturday 16 April**. Location and time to be announced.



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11. Future ESC Congresses

- ICNC 10 - Nuclear Cardiology and Cardiac CT 15 - 18 May 2011 , Amsterdam - Netherlands
- Heart Failure 2011 21 - 24 May 2011 , Gothenburg – Sweden
- EHRA EUROPACE 2011 26 - 29 June 2011 , Madrid - Spain
- ESC Congress 2011 27 - 31 August 2011, Paris – France
- EUROECHO 2011 7 – 10 December 2011, Budapest - Hungary

If you have any questions about the Exhibition at EuroPrevent 2011, please contact:

EuroPreventexhibition@escardio.org or +33 492 943 514.

We look forward to welcoming you to a successful event in Geneva!